



Title: I, Payroll/Personnel Manual

Chapter:

Bulletin: Title I, 03-8, System for Time and Attendance Reporting (STAR) (Windows-based)
Version 1.02

Date: September 12, 2003

To: Holders of the Payroll/Personnel Manual

The National Finance Center (NFC) has upgraded STAR (Windows-based) to Version 1.02 to accommodate recent military leave changes that are effective in Pay Period 19, as well as enhancement requests received from users.

STAR 1.02 Enhancements

STAR enhancements include the following:

- Modification to allow military leave to be recorded in hours instead of days.
- Modification of the archive function to allow archiving of a single employee.
- Addition of the Verified Only box on the Prepare Transmit File window to prepare a transmission field for only those T&As that have a verified status.
- Addition of the Verified Only box on the Print Reports window to only print T&As that have a verified status.

Software Requests

The process for requesting STAR Version 1.02 software remains the same. STAR software is available (1) by File Transfer Protocol (FTP) download, (2) through the NFC Download Center on the NFC home page (www.nfc.usda.gov), or (3) on CD-ROM. One of the following methods can be used to access STAR:

- If you do not have a user ID and password for the FTP server, you must submit Form AD-1 128, Request for Electronic Downloading of Software from NFC. NFC will then send you instructions for using the FTP server, including a user ID and password. To obtain a copy of the AD-1128, contact the Consolidated Forms and Publications Distribution Center at **301-436-8450**, or go to the NFC home page and click Download Center, then Request a User ID and Password.
- If you already have a Download ID and password, go to the Download Center on NFC's home page. At the Download Center, enter your ID and password, then click the Logon link, the PAYPERS folder, and the STAR option to access the new

Filing Instructions: File with the STAR procedure.

Expiration Date: When superseded

software. **Note:** The PAYPERS folder also contains other NFC payroll/personnel Windows applications such as the Entry, Processing, Inquiry, and Correction System (EPIC).

- To obtain STAR on CD-ROM, submit Form AD-1083, Request for Action for Procedures/Reports. To obtain a copy of the AD-1083, contact the Consolidated Forms and Publications Distribution Center, or go to the NFC home page (www.nfc.usda.gov) and click the **Pubs & Forms** icon. At the Pubs & Forms page left-hand menu, click either **Selected Forms** or **Pub Order Forms**.

Software Installation

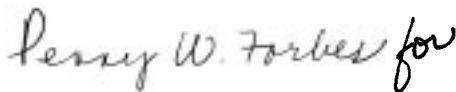
Instructions for installing STAR, as well as other NFC Windows applications, are available in the technical guides at the Support Center on the NFC home page.

STAR Procedure

The STAR procedure, which is available online at the NFC Web site, has been updated to include the information in this bulletin. The **Latest Update Information** section at the beginning of the procedure provides a summary of the update. To view and/or print this procedure, go to the NFC home page (www.nfc.usda.gov) and click the **Pubs & Forms** icon. At the Pubs & Forms page left-hand menu, click **List by Title/Chapter** and search for the STAR procedure, Title I, Chapter 7, Section 3, on the list provided. If you are unable to print from the Web, you can request a printed copy by submitting Form AD-1083 to the address or fax number printed on the form.

Inquiries

Please refer questions about STAR to Customer Support at **504-255-5230** or via e-mail at customer.support@usda.gov. For questions about this bulletin, call **504-255-5322** or send an e-mail to nfc.pvct@usda.gov.



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